



Statement of Work

For

General Materials or Services

Title: Supplemental Utility Support Services

Date: 10/13/2021

Revision Number: 0

Requisition Number: 355016

1 INTRODUCTION / BACKGROUND

The Department of Energy, Richland Operations Office, (DOE-RL) manages the Hanford Site working toward protecting the workers, public, and environment by further reducing risk, as well as providing the necessary infrastructure for continued safe and effective cleanup operations, access and use. This is accomplished by work performed by contractors and subcontractors, to ensure the safety of Hanford cleanup.

As a Prime Contractor to the U.S. Department of Energy, Hanford Mission Integration Solutions (HMIS) is responsible for providing direct support to the DOE-RL and its contractors with cost effective infrastructure and site services integral and necessary to accomplish the Hanford Site environmental cleanup mission.

The HMIS Electrical Utilities (EU) organization is responsible for providing electrical services across the Hanford site, for DOE as well as its prime contractors and their subcontractor's.

1.1 OBJECTIVE

The HMIS EU organization requires the services of an experienced subcontractor to provide qualified journeyman linemen and substation electricians to perform skilled line work in the operation, maintenance, and repair of overhead and underground electrical distribution systems.

1.2 DESCRIPTION OF WORK – GENERAL

The subcontractor shall provide technically qualified resources that work as a part of a team under the direct oversight of HMIS. Subcontractor resources shall be responsible for independently planning, organizing, and performing a wide variety of non-hazardous specialized administrative/technical duties in support of the successful completion of goals and deliverables. Additionally, the subcontractor shall furnish all necessary labor, tools, equipment (except that as stated in Section 8.3, Government Property), and payment of any applicable taxes to perform all operations necessary and required to perform the scope as directed by HMIS

Unless otherwise approved, the subcontractor shall work in accordance with HMIS subcontract requirements, operating policies and procedures and shall be responsible for execution of the work in accordance with the quality standards and requirements specified for assigned project and facility.

Specifically, HMIS requires a subcontractor to provide electrical personnel to support on-going operations, maintenance, and repair of electrical distribution lines. The work shall include after-hour emergency support services as needed on an on-call basis.

1.3 DESCRIPTION OF WORK – SPECIFIC

The work products and services to be provided, including any specific HMIS standards and requirements, required for the successful completion of this work activity includes the provision of electrical personnel, consisting of the following, to support operational requirements:

- Journeyman linemen,
- Journeyman substation electricians.

Lineman typical tasks may include but is not limited to be:

- Field switching activities
- Infrared surveillances of lines
- 24/7 outage response
- System troubleshooting
- Hot-line work
- Clearance taking
- Operating digger derrick/bucket trucks.
- Pole replacement

Substation Electrician typical tasks may include but is not limited to be:

- Layout of construction wiring
- Installation and maintenance of electrical equipment including, switchgear, breakers, transformers.
- 24/7 outage response
- Operate bucket trucks
- Cleanup of PCB and disposal of waste
- Perform testing, inspection, record keeping of electrical rubber goods
- Clearance taking
- Perform switching on high voltage electrical circuits

2 DELIVERABLES/SUBMITTALS

2.1 Deliverables

The Subcontractor shall provide the following to support qualification of personnel in accordance with HMIS requirements:

- Qualification Certifications of Personnel Prior to Mobilization.
- Evidence of all training completed, including copies of the Subcontractor's training program in accordance with Section 7, Qualifications. This information shall be provided within 24 hours, upon written request.
- Driver Record Information
 - Copy of Commercial Driver's License (CDL) for assigned personnel.
 - Valid State issued Driver's License.
 - Motor vehicle record.
 - Copy of medical examination certificate by a provider listed in the National Registry of Certified Medical Examiners.
 - Safety Performance History information.
 - Annual motor vehicle records.
 - Annual certification of violations.
 - Signed Department of Transportation (DOT) Drug and Alcohol Policy (applicable to CDL Drivers).

2.2 Submittals

Not Applicable

3 PLACE OF PERFORMANCE

Will work be performed on the Hanford site: Yes- For any work performed on the Hanford Site or any HMIS

controlled facility, the provisions of the On-Site Services shall apply to the subcontract personnel.

3.1 Onsite Work Location/Potential Access Requirements

The primary work location under this subcontract shall be 2101M in the 200E area as well as other locations within the Hanford area as needed.

3.2 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 a.m. and 4:30 p.m. with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

It is anticipated the services will require overtime and weekend support to ensure continuation of operations. HMIS anticipates the Subcontractor's Point of Contact (POC) will be placed on the after-hours call list. In the event of the need for after-hour support, notification to the Subcontractors POC will be made by the HMIS Occurrence Notification Center (ONC). EU Management personnel will also be contacted. The Subcontractors POC shall be responsible for assignment and notification of its personnel to support the after-hour request.

3.3 Badging

For any on-site work, see On-Site Services Special Provisions for details. The subcontractor shall wear a Buyer issued security badge identifying themselves. A minimum of two (2) working days advance notice is needed for site badging. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

4 REQUIREMENTS

The requirements listed below are to identify specific standards the subcontractor and subcontractor personnel will be obligated to work to in support of this statement of work.

4.1 Engineering Requirements

The Subcontractor shall follow HMIS policies and procedures to accomplish the work as described.

Engineering services will be provided by the HMIS Engineering organization to support the execution of work scope in the subcontract. HMIS Engineering services are required for work scope which involves: (1) the maintenance or modification of existing Hanford Site facilities, structures, systems, and components; (2) the installation of new facilities, structures, systems, or components; and (3) the installation of temporary facilities, structures, systems, and components that will be connected to the Hanford Site Transmission and Distribution System.

HMIS Engineering will provide any technical input as requested by the Subcontractor or as needed to support the work scope to be performed.

Engineering requirements applicable: No

4.2 Environmental, Safety, and Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall

comply with and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations, and directives.

The subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

The Subcontractor shall adhere to and follow EU Job Hazard Analysis (JHA) process.

All Subcontractor and sub-tier employees shall have completed OSHA Hazard Communication training that meets the requirements of [HMIS-PRO-SP-13299](#), *Hazard Communication*. See [HMIS-PRO-SP-10468](#), *Chemical Management Process*, for more information.

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with [HMIS-PRO-SP-11058](#) for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the Subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <https://hmis.hanford.gov/page.cfm/SubcontractorForms/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

Unique or specific requirements: **Yes**

- The Subcontractor shall follow the requirements as stated in Procedure No. EU-PRO-OP-60781, Electrical Utilities Safety Program.

4.3 Quality Assurance Requirements

The work activities for this Statement of Work (SOW) has been designated as a Quality Level F - Q Level 3 - GS. The subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to referenced codes and standards, and other requirements defined in this SOW.

Table 1. Quality Assurance Requirements

	Number	Title
--	--------	-------

1.	HMIS-PLN-QA-599	Quality Assurance Program Description
----	-----------------	---------------------------------------

5 ACCEPTANCE CRITERIA

Subcontractor's personnel shall adhere to HMIS policies and procedures.

6 CONFIGURATION MANAGEMENT

6.1 Configuration Management Requirements

There are no specific Configuration Management requirements applicable to this SOW.

6.2 Applicable Standards

The standards applicable to the services are as described in Procedure No. EU-PRO-OP-60781, Electrical Utilities Safety Program.

6.3 Verification/Hold Points

Not Applicable.

7 QUALIFICATIONS

The Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements to perform the work as specified in this SOW. The subcontractor is expected to provide appropriately trained and qualified staff to perform the type of work associate with their work at the Hanford site. Additionally, the subcontractor shall perform work in accordance with the specifications, exhibits, and other documents, which made by reference, are a part of the SOW.

In order to determine the subcontractor qualified to perform the scope of work as outlined, the subcontractor must have the following qualifications:

- The Subcontractor shall have an implemented electrical program per Washington Administrative Code (WAC) 296 or equivalent.
- The Subcontractor shall comply with Safer Federal Workforce Task Force Guidance.

7.1 Personnel Qualifications

The Subcontractor shall possess the capability of providing personnel who possess the following common qualifications, which shall apply to both labor classifications requested, as well as qualification requirements applicable by the specific labor classification.

Qualifications which are common to both labor classifications are as further described in Section 7.1.1. Qualification requirements that are specific to each labor classification are further described in Section 7.1.2.

7.1.1. Common Qualification Requirements

The Subcontractor shall provide personnel who have been trained and qualified in the following:

- Operation of Bucket Trucks, Digger Derricks, and related equipment
- Crane and Rigging Safety
- Flagging, Load Securement, and Traffic Control
- Fall Hazard Recognition and Prevention, including proper usage of harnesses
- Hazardous Waste Operations and Emergency Response per 29 CFR 1910.120
- Chronic Beryllium Disease Prevention Program per 10 CFR 850
- First Aid/CPR/AED Training

7.1.2. Required Labor Classification Qualifications

- **Lineman**

- Journeyman level Power Lineman
- Possess a valid class “A” Commercial Driver’s License (CDL)
- Experience with underground and overhead construction
- Able to operate bucket truck and digger derrick
- Proficient in hot-sticking

Preferred Qualifications: HMIS prefers personnel with five (5) years or greater experience in a utility industry.

- **Substation Electrician**

- Washington State EL01 Electrical License
- Possess valid class “B” CDL License
- Experience with high-voltage testing of transformers, circuit breakers, switching devices, and cables.
- Able to operate bucket truck

Preferred Qualifications: HMIS prefers personnel with five (5) years or greater experience in a utility industry.

In addition to the above, the Subcontractor shall provide qualified personnel throughout the period of performance of the Subcontract. Subcontractor shall be responsible for ensuring its personnel meet and/or maintain current and valid training requirements, certifications and are fully capable to complete the duties described through the entirety of the Subcontract period of performance.

8 SPECIAL REQUIREMENTS

The Subcontractor shall be required to adhere to and be qualified under HMIS Procedure No. EU-PRO-OP-60781, Electrical Utilities Safety Program. The Subcontractor shall provide all necessary consumable personal protection equipment (PPE), including fire-retardant clothing, to support the services described.

8.1 Training

The following types of training are required:

Table 2. Training Requirements

Item No.	Course Number	Course Title
1.	000001	Hanford General Employee Training (HGET) Initial (Average 4-hours per individual, one time)
2.	000019	Hanford General Employee Training Refresher (Average 4 hours per individual, annually)
3.	110001	HMIS General Employee Training (HMISGET) Initial (Average 2-hours per individual, one time)
4.	110004	HMIS General Employee Training Refresher (Average 2-hours per individual, annually)
5.	003131	Hanford Site Lockout/Tagout for Authorized Worker Initial (8-hour classroom, one time)
6.	003024	Electrical Utilities Lock and Tag Training (Average 1-hour per individual, annually)
7.	020001	Radiological Worker II Initial Training
8.	02006G	Waste Management Awareness
9.	020134	Hanford Site Confined Space Entry
10.	110290	Electrical Utilities FEHIC
11.	170050	Class IV Asbestos Training
12.	170720	Suspect/Counterfeit Items

The subcontractor shall maintain training records for their personnel and ensure all required training is completed prior to work. Additionally, as soon as practical after award, the subcontractor shall submit a badge request for personnel required under the various releases so that they may be scheduled for training and medical evaluation so that crews will be eligible for work on site. The badging request is required, because without it an HID# cannot be assigned, and therefore training and medical evaluations cannot be easily coordinated and scheduled.

8.2 Use of Government Vehicles

One or more Subcontractor employees will have access to Government-furnished vehicles while performing this statement of work.

8.3 Government Property

Pursuant to the Special Provision 12 (SP-12) – Government Property, the following Government-owned property will be furnished to the Subcontractor. The subcontractor shall be responsible for managing the Government-Furnished Property (GFP) below and/or Contractor-Acquired Property (CAP) as required in the Subcontract Special Provision, (SP-12) and in accordance with its Property Management program.

Table 3. Government Furnished Vehicle List

	License #	Make	Type
1.	E-37933	Freightliner	50' Bucket Truck
2.	E-38007	Freightliner	Electrician Test Truck
3.	E-37998	Sterling	Digger Derrick
4.	E-38184	International	50' Bucket Truck
5.	E-203062	Freightliner	50' Bucket Truck
6.	E-203127	International	80' Bucket Truck
7.	E-304228	Freightliner	65' Bucket Truck
8.	E-304280	Freightliner	Digger Derrick

8.4 Hanford System Access Requirements

The following systems shall be utilized to perform the work described. For those systems which HMIS will be responsible for (hereby HMIS Operated System), HMIS will operate, manage, maintain and authorize access for Subcontractor personnel. The Subcontractor shall identify each of its personnel who will require access to the HMIS operated system.

For those systems which the Subcontractor shall be responsible for (hereby Subcontractor Operated System), The Subcontractor shall be responsible for the operation, management, maintenance, and access authorization for these systems.

HMIS personnel shall have unlimited access to the below named Subcontractor Operated Systems, through the period of performance of the Subcontract.

Table 4. Systems

	System Description	HMIS Operated System (Yes or No)	Subcontractor Operated System (Yes or No)
1.	Mission Integration Procedure System (MIPS)	Yes	No
2.	Success Factors Learning Management System (LMS)	Yes	No
3.	Hanford Local Area Network (HLAN)	Yes	No

8.5 Electrical Components

Not Applicable.

8.6 Section 508 of Rehabilitation Act Applicability

Not Applicable.

9 ACCESS AUTHORIZATION/CLEARANCE REQUIREMENTS

The scope of work will not require access authorization (security clearance).

10 MEETINGS

10.1 Meetings

After subcontract award, the subcontractor shall participate in a Project Kickoff Meeting, which may be a conference call, an internet meeting, or a meeting to be held at HMIS Site. The time, date, and agenda for the meeting will be provided to the subcontractor by HMIS.

The subcontractor shall interface with various HMIS (and other) organizations through HMIS's Contract Specialist (or designated BTR for in-scope work), as required, or at points and frequency determined by the Contract Specialist. The person or persons designated by the subcontractor to attend all meetings shall have all required authority to make decisions and commit subcontractor to technical decisions made during meetings.

HMIS will issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, minutes will identify action items, assigned actionees, and due dates.

- Personnel shall attend safety briefings, pre-jobs, post-job reviews and fact finding meetings as required.
- Any other meetings as necessary to support the work and as directed by the BTR.

11 INTERFACE/NOTIFICATIONS

A. A BTR will be designated for the subcontract/ subcontract release.

B. Designation of BTR

The BTR is responsible for monitoring and providing technical guidance for this subcontract and should be contacted regarding questions or problems of a technical nature. The BTR is also responsible for appropriate surveillance of the subcontractor's representative while on site. In no event, however, will an understanding or agreement, modification, change order, or any deviation from the terms of this subcontract be effective or binding upon HMIS unless formalized by proper subcontract documents executed by the Contract Specialist prior to completion of this subcontract. On all matters that pertain to the subcontract terms, the subcontractor shall contact the Contract Specialist specified within this subcontract. When in the opinion of the subcontractor, the BTR requests or directs efforts outside the existing scope of the subcontract; the subcontractor shall promptly notify the Contract Specialist in writing. The BTR does not possess any explicit, apparent or implied authority to modify the subcontract. No action should be taken until the Contract Specialist makes a determination and/or modifies the contract.

C. The work will be inspected daily/periodically by the BTR.

D. The subcontractor shall immediately notify the field Contract Release BTR (who will contact HMIS Safety) of any injuries or incidents; to include damage to subcontractor-owned property or equipment. The subcontractor will follow this up within 24 hours with a written explanation to the Contract Specialist of the occurrence.

E. In the event that there is an abnormal or unusual situation associated with this contract work scope, the subcontractor is to immediately contact the BTR. If, after several attempts, the subcontractor is unable to contact either the BTR or the Contract Specialist, the Contractor is to contact HMIS Occurrence Notification Center at (509) 376-2900, which is available 24 hours a day, seven days a week, and provide them with: Contract Number, Contract Specialist's name, BTR's name and a short summary of the abnormal or unusual situation. If after making contact with HMIS, the subcontractor is advised to suspend activities, the subcontractor is not to proceed until such direction to proceed has been expressly issued by the Contract Specialist. If there is an emergency situation, the subcontractor is to make the appropriate immediate emergency call to 911 or 373-0911 for cell phones and then make the notifications to HMIS as set forth herein.

F. Prior to work in the field, subcontractor shall ensure each employee has been cleared by HMIS and verify all training is complete in accordance with this statement of work.